

## HOW THE ACT IS ENFORCED

The following three agencies work together to implement the **RTK** Act:

New Jersey Department of Health and Senior Services  
**Right to Know** Program  
PO Box 368  
Trenton, NJ 08625-0368  
(609) 984-2202

Enforces all provisions of the **RTK** Act in public workplaces and **RTK** labeling in private workplaces. The Department prepares Hazardous Substance Fact Sheets, the **RTK** brochure, and other materials to increase awareness of hazardous chemicals and help public employers comply with the **RTK** Act. Printed materials are available upon request.

New Jersey Department of Environmental Protection  
Bureau of Chemical Release Information & Prevention  
PO Box 405  
Trenton, NJ 08625-0405  
(609) 292-6714

Enforces the community provisions of the **RTK** Act in the private sector (except for labeling). The Department is also responsible for implementing Title III (Emergency Planning and **Community Right to Know**) of the federal Superfund Amendments and Reauthorization Act (SARA), which establishes requirements for industry regarding emergency planning and reporting of hazardous chemicals.

New Jersey Department of Labor  
Division of Workplace Standards  
225 E. State Street  
PO Box 386  
Trenton, NJ 08625-0386  
(609) 292-7036

Collects **RTK** fees from private employers and investigates complaints by public employees who suspect they are being discriminated against for exercising their rights under the **RTK** law.

## HOW TO OBTAIN INFORMATION LOCALLY

You can get copies of the **Right to Know Survey**, **Community Right to Know Survey**, and Hazardous Substance Fact Sheets from your designated **Right to Know** county agency listed below:

Atlantic .....	(609)	645-5971	Ext. 4395
Bergen .....	(201)	599-6150	
Burlington .....	(609)	265-5515	
Camden .....	(856)	374-6046	
Cape May .....	(609)	465-1208	
Cumberland .....	(856)	453-2156	
Essex .....	(973)	228-8152	
Gloucester .....	(856)	262-4200	
Hudson .....	(201)	223-1133	
Hunterdon .....	(908)	788-1351	
Mercer .....	(609)	989-6497	
Middlesex .....	(732)	745-3100	
Monmouth .....	(732)	431-7456	
Morris .....	(973)	285-6113	
Ocean .....	(732)	341-9700	Ext. 7431
Passaic .....	(973)	225-3643	
Salem .....	(856)	935-7510	Ext. 8484
Somerset .....	(908)	231-7000	Ext. 7506
Sussex .....	(973)	948-4545	
Union .....	(908)	654-9890	
Warren .....	(908)	689-6693	

**YOU HAVE A  
RIGHT TO KNOW  
ABOUT HAZARDOUS  
SUBSTANCES  
IN YOUR  
WORKPLACE AND  
COMMUNITY.  
USE IT.**

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## YOU HAVE THE RIGHT TO KNOW



**ABOUT HAZARDOUS SUBSTANCES IN  
YOUR WORKPLACE AND COMMUNITY**



Division of Epidemiology,  
Environmental and Occupational Health  
**Right to Know Program**



## THE **RIGHT TO KNOW** ACT

The New Jersey Worker and Community **Right to Know** Act, which became law in 1983, requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- ❑ tells public employees about chemical hazards at their workplace so they can work safely with these hazardous substances;
- ❑ helps firefighters, police, and other emergency response personnel adequately plan for and respond to incidents such as fires, explosions or spills;
- ❑ provides data for monitoring and tracking hazardous substances in the workplace and the environment.

## HOW THE ACT CAN PROTECT YOU AND YOUR FAMILY

Harmful substances may be present at your workplace and at other work sites in your community, or may be released into the environment. They may also be carried home to your family on your work clothes.

Exposure to hazardous substances has been linked to problems such as cancer, birth defects, and heart, lung and kidney diseases. These diseases may develop without prior symptoms, many years after exposure. *As a public employee, you can obtain information about chemical hazards that may harm you or your family from your workplace **Right to Know (RTK)** central file.*

Knowing about hazardous substances and how they harm you can help you get the proper diagnosis and treatment if you should become sick. More importantly, awareness about hazardous substances and your potential exposure can help you make important decisions about your employment and lifestyle.

## HOW THE ACT WORKS

Employers covered by the Act must complete surveys listing the names and amounts of hazardous chemicals stored and used at their work sites.

**Right to Know Surveys** are completed by public agencies and sent to the New Jersey Department of Health and Senior Services (NJDHSS).

**Community Right to Know Surveys** are completed by private employers and sent to the New Jersey Department of Environmental Protection (NJDEP).

*Copies of both surveys are sent to local fire and police departments, designated **Right to Know** county agencies and local emergency planning committees.*

Public employers are required to label containers and train their employees about hazardous substances. Private employers follow the training requirements of the federal Occupational Safety and Health Administration (OSHA) and are required to label containers according to OSHA and the New Jersey **Right to Know** Act.

## HOW PUBLIC EMPLOYERS COMPLY WITH THE **RIGHT TO KNOW** ACT

Public employees are given certain responsibilities under the Act to assist workers in learning about the hazards of the products they work with. They must:

- ✓ Complete the **Right to Know Survey**
- ✓ Label Containers
- ✓ Provide **Right to Know** Training
- ✓ Create and Maintain a **Right to Know** Central File.

The public can get copies of these surveys by contacting the NJDHSS or the designated county agencies at the numbers listed in this brochure.

## HOW TO USE YOUR WORKPLACE RIGHTS TO PROTECT YOUR HEALTH

The **Right to Know** Act gives employees certain rights and access to information about chemical hazards at their workplace. This information, kept in the **RTK** central file, tells workers about job related health risks and ways to reduce or remove their exposure to the chemical hazards. Learn to work safely with chemical hazards to protect your health and the health of your family members. To do so:

1. Work only with labeled containers.
2. Check your workplace **RTK** Survey to find out which products you use contain hazardous chemicals.
3. Read the Material Safety Data Sheets and Hazardous Substance Fact Sheets about any chemicals in the products that may harm you. These are kept in the **RTK** central file.
4. Attend the **RTK** training class your employer provides for you. This training tells you about the hazardous materials you work with and how to use them safely. Training must be provided by the employer on paid time.

Use your rights under the **Right to Know** Act. Work with labeled containers, attend RTK training and obtain information from the **RTK** central file.

- \* You do not have to work with a product if your employer has not given you the ingredient information you requested in writing within five working days. **Call the NJDHSS** for more information **before** you refuse to work with a product.
- \* You can file a complaint against your employer for not complying with the **RTK** Act. Your **name will be kept confidential**.